G.R.S. IX—5]

Previous references. 1924-25 P & S.

File No. 9 - 24

Serial Nos. 3 2

Later references.
P.S. 4-28/32-46.68-86
PS Sep no 9 — 26.
dd 37-26-7018

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. one (1)

Part B for Dec/1924

SUBJECT

Supply of pen-knives to steno-typi~~s in the G.R.S.~~

Sl 32. To the Superintendent of Stationery
The Secretaries & to Govt.
The Heads of Departments.

Order no. G 3790-836/P+S 7-24-32/8 28/11/24

Directs the Supply of pen knives on ~~the~~ scale to steno-typists —

Rd. 5-12-1924

G. R. S. III—3]

PDS. 7-24

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Submitted:-

As per present stationery rules, the clerks are not entitled for a penknife. We, the stenographers feel the need for a penknife every now and then as our work mostly consists with pencils. Under these circumstances the stenographers may kindly be supplied with penknives.

14th July 1924.

H. Lakshmanaswamy
H. Lakshmanaswamy
Rajagopala
C. Gabriel
M. Ramachandra
S. Ramanujam Pillai
K. Narasimhaiya
Abdul Rahman
Subba Rao
R. Narayanaswamy

Should routine notes be written on small slips the notes must be copied, or slips pasted on this form.

15/7/24

2/

G. R. S. III—3]

135-
0.

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

3)

Subject—

Since this requires a change in the present Rules, this may be sent to G.R. Branch.

" penknives will be supplied to only to Heads of offices and to Rutchis and not to every Officer and official"

-Gr. E. Dept. 8945-22005-pds. 7-20-3. dated 20th May 1921).

4, Issue orders.

5) This is a matter for special orders.

6) Flag

Please put up

Ex

1/7/24

Ex 2/7/24

Send 2 copies put up.

pds 3/7/24

2/7/24

Under Sec.

7)

1/8

Chief Sec).

1.8.

Examine the rules connected therewith and advise whether any change is required.

(By whom are such passes granted?)

N. B.—Should continuation notes be written on small slips the notes must be pasted on this form

6/8/24.

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

8) Submitted:-
If approved, Mutchies will be asked to mend the pencils of Steno-typists, everyday. For other details, the file may be
A. | referred to G.O. Branch.
B. |

SMS
6/8

9) W
A. Yes. Are they not doing so now? Is it not part of their daily routine duty?

10) Noted
No necessity to refer to Govt for. We must give our experience. The Supdt will place it on the points raised in the Chief Secys note
CSB
6/8/24

Mutchies are now mending pencils as penknives are supplied only to them.
Rules VI and VII require revision in case penknives are denied to the subordinates & stenographers & pencils to the tables of officials

11) Please consult all the Supdts as to whether the [illegible] rules are the

Rec'd 16/8

s be written on small slips, the notes must be copied, or slips pasted on this form.

G. R. S. 111—5

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record]

supply of Stationery articles could any hardship and whether they are prejudicial to the prompt and efficient despatch of office work and in what respects the rules require a change. The file must be initiated and opinions obtained expidely.

17/8/24

Circulated to the Superintendent

Dy

Rev

Ass. Dy (on leave)

Ed. Dy

Pur. Dy

JHC Dy Please see separate note attached to VS 20/8/24

T. Dy

Confl Dy

Mus. Dy

Trans. Dy

B.—Should routine notes be written on small slips the notes must be cipoed, or slips pasted on this form

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record]

13) Submitted:

1. The opinion of the Superintendents of Branches, is submitted for orders.

4) Issued prior to the issue of G.O.C. No. G. 21945-22005-P 7-20-3 dated 20th May 1921, one penknife and two yards of Green tape, used to be supplied to all the clerks once in four years. Eight nibs, per month, used to be supplied to every clerk. The order referred to, above has issued, owing to the increase in the cost of stationery due partly to the increase in the number of offices and partly to increase in the prices of stationery articles.

5) It is understood that prices of stationery

N. B.—Should routine notes be written on small slips the notes must be cipoed, or slips pasted on this form

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

---

icles, have come to a
annual. All the Superintende
spins, that penknives and
green baize may be supplied to
le the clerks, and eight
nibs per liberal scale of
Supply of nibs etc may be
oloped in the interest of
fficient work. It is a point
for orders whether the old
of Supply of Stationery Articles - H. D.
Scale may be revised.

hm
5/8/24.

16/ As regards black lead & coloured pencils, penholders nibs and pen-knives the pre-war scale may be revised.

17/ Green baize may also be supplied to all officials of the Secretariats and Offices of the Heads of Depts.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

18/ It will be more convenient if stenographers are supplied with pen knives as they are likely to

G. R. S. III—3]

135
D

Gen 125/7

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record]

need them in the course of their work when such this cannot be of help to them

19). If the above suggestions are approved, the file will be passed on to the G.M. for the issue of necessary orders — Ref Para 7). CJH 4-9-24

Chief Sec:)

20) Yes: a reply may be sent as proposed

6/9

G.M. Branch) CJH 6.9.24

21) Draft [illegible]

Secy

11-9-24

13

Chief Secy) 22) Draft submitted for approval. Remarks in this para have been taken a very unlikely contingency

Yes 17/9

Yes 18/9

Yes 18.9

N. B.—Should routine notes be written on small slips the notes must be copied, or slips pasted on this form

1924

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record]

23) I don't know what can be approximate age of candidate when his parents will [illegible] per annum

Sd
19/9

Pts.

22) A. dft enquiry is subd

[illegible] 20.9.24 — 20/9. 2c Secy to Registrar [illegible] came this forenoon

20/9

26) Subd to the Registrar

[illegible] 1.24 — 22/9.

SMR 20/9

27) Subd:- Statement showing the Establishment of G.R.S. is put up for kind reference. According to this Statement, there will be, in round numbers 200 Tables requiring 400 yards

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

of Green baize, once in four years, as per rules. It is ~~under~~ ~~Stood~~

SMS 25/9. 26/9

Mr

If new Green baize is to be supplied to the Offs. noted on the statement about 400 yards would be required But as no Green baize has been supplied to any of them so far & as it has been supplied to some & if their Green baize is old & not quality required will have to be less to that extent. Please note SMS 27/9

Subtotal:- 291 Mtrs Green baize is required for nearly 100 tables. About 200 yards have to be supplied

SMS 27/9.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on, this form.

PVS 3/9

1257

G.R.S. III—3]

Routine Note.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

[illegible] offices [illegible] is able to furnish information only in respect of the Govt. Rice Mill at Sh. Supdt. of Stg. Wells may be addressed as to the cost involved in respect of the other Mills & offices of the heads of Depts.

Draft enquiry is in the file

30.9.24 1688. 3019. 3: What is the cost of yards of green baize. Mw 1/10

the accepted tender rate for Greenbaize available in the [illegible] office of the Stores Purchase Committee tables. May this file be sent to that office for noting the necessary information

1688 3/10.24 This simple matter has been delayed too much - Please

5.X.24 N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form

expedite roughly Mw 11/10

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

3/4
It is ascertained from the Store Purchase Committee office that the accepted price for green baize is Rs 3/4 per yard.

13 x 24

If submitted with ref^ce to para 23 200 yds green baize are likely to be reqd in the Secrett, 200 yds in the Comptholers and about 200 yds in other offices. The Total consumption supply is thus likely to be Rs 2000/- as the supply is once in four years the cost is likely to be about Rs 500/- per year —

Sd
17/10

Second member)

2nd I agree to the supply I recommend it in Stenographers

3rd I don't think it necessary to supply green baize on the Secretariat Desks

Sd
22/10/24

Supt. 22/10/24

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

12)

G. R. S. III—3] pds. 1-24

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record]

---

10)
11)

A revised draft ~~auto~~ is subd

hmm - TSB
26 11 24 26/11

11) Done
one
27/11

G. O. No. G 3790-836
Dt 28-11-1924

To
The Supdt of Stary, Secys Govt
and Heads of Departts:
Directing that pen knives may be
supplied on the usual scale to Stenotypists.

8132

pencils
in
hmm
1/12

Bf
hmm
1/12

N B.- Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

WD 1850—GPB—1,50,000—2-5-21

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The order of 20th May 1921 was passed at a time when prices of stationery articles were ruling high as a result of the War. Now that the conditions have considerably altered, the order requires revision at least in the cases noted below:-

(1) Cl. (vi) regarding the supply of penknives requires to be modified so as to allow the supply once in three years to every official, as was in practice before the passing of the above order. It has been found by experience that the supplying of penknives only to the mutchis is an inconvenient arrangement as it is not possible for the officials to look to the mutchi of the Branch whenever a penknife is needed for use.

(2) Cl. (vii) Regarding Supply of green baize - In the interest of tidiness, green baize should be issued to the table of each and every official, at least in the Central Office like the Genl. & Rev. Sectt.

A more liberal scale of supply of nibs, pens and penknives (of tolerably good quality) should be adopted in the interest of efficient work, as the present rates are inadequate to an inconvenient extent. I would suggest that the scale prevailing prior to the order referred to above may be again be adopted.

20.8.24

I agree with the above

21.8.24

21/8/24

I quite agree to the above suggestions

22-8-24

Yes.

22-8-24.

The above suggestions, I submit are worthy of adoption at least so far as G.R.S.'s concerned.

22.8.24

N. B.- Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Establishment of the Gen't Rev Secretariat

Superintendents	14.
Higher Grade Clerks	20
I^st Division "	47
II^nd " "	58
Higher Grade Steno-typists	11
Senior " "	5
Typists	13.
Setters.	2.
G.R.S. Stores Estbt.	4.
Estbt of Members of Council.	2.
Reporting Section.	3.
Financial Secy's Estbt	2.
Temporary Estbts.	16
Total	197 or

In round numbers 200

G.R.S. VI G 34]

SUBJECT.

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, *the* *192*

Date of issue.... 28-11-24

Signed by.... Mr. M.V.J.

may this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Section PDS

File No. 7-24

Serial No. 32

Proceedings of the Government of His Highness the Maharaja of Mysore

Read— G.O No 6011-60 d 27th May 04 publishing rules regulating the supply & Consumption of stationery & forms in the public offices of the State

2. G.O No 21945-2005 PTS 7-20-3 d 20-5-21 prescribing revised scales for the issue of articles of periodical supply

Order No. G 3790-836

In modification of the G.O of 20th May 21 read above, Govt are pleased to direct that pencils may be supplied on

on the usual scale to the stenotypists

17)

Sec
27/11 Chief Secretary

The Staff of the
Secretaries to Executive
Heads of Depts

(Room)

Room -
16 11 24

List of enclosures.

Copied by

Examined by

WD 1886—GPB—1,000,00—21-12-21

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 3790-836—P. & S. 7-24-32, dated 28th November 1924.

Supply of Penknives.

Directing the ---- on the usual scale to Steno-typists.

READ—

Government Order No. 6011-60, dated 27th May 1904, publishing rules regulating the supply and consumption of stationery and forms in the public offices of the State.

2. Government Order No. 21945-2005—P. & S. 7-20-3, dated 20th May 1921, prescribing revised scales for the issue of articles of periodical supply.

ORDER No. G. 3790-836—P. & S. 7-24-32, DATED 28TH NOVEMBER 1924.

In modification of the Government Order of 20th May 1921 read above, Government are pleased to direct that penknives may be supplied on the usual scale to Steno-typists.

K. MATTHAN,
Chief Secretary to Government.

To—The Superintendent of Stationery.
The Secretaries to Government.
The Heads of Departments

Exd.—P. S. R. N.

W D 1118—GPB—525—3-12-24